



Maryland Department of Human Resources
Office of Licensing and Monitoring
311 W. Saratoga Street
Baltimore, Maryland 21201
Office: 410.767.7871 Fax: 410.333.8408

CHILD PLACEMENT AGENCY REPORT

Provider Organization: Wellington Inc. / Kindness House

Licensing Agency: DHR

Contracting Agency(s): DHR

Name of Chief Administrator: Dr. Roderick Wellington

Email: Rwellington44@hotmail.com

License Type: Independent Living Program

Type of Inspection: Mid-Licensure

Name and Address of CPA Office	License Capacity	DHR Contract Limit	Census by Placing Agency	License#/ Exp. date	Date of site Inspection
Wellington Inc./ Kindness House 7050 Chesapeake Rd., Suite 104 Landover Hills, Maryland 20784	Unlimited	20	7	#00268/ 03/13/2016	03/12/2015

Inspection Summary

Number of Records Reviewed: Youth 10 Staff 4 Foster Parent NA Adoptive Parent NA

Number of Interviews: Youth 1 Staff 2 Foster Parent NA

CPA Office Inspection: Approved

Number of ILP Apartments Inspected: 3 **Number of Foster Homes Inspected:** NA

COMAR Violation: Yes X No

If Yes, list Cited Violation(s) below:

Violation(s)	Findings
07.05.02.18 D(1)	Missing face sheet in one out of two records reviewed.
07.05.04.04 A	Missing admission letter in one out of two records reviewed.
07.05.04.04 B(2)	Missing placement agreement in one out of two records reviewed.
07.05.04.05 A	Missing 30 day case plan in one out of two records reviewed.
07.05.04.06 G (1-2)	Missing monitoring in two out of two records reviewed.
07.05.04.04 A (6)(e-f)	Missing social security card and birth certificate in one out of two records reviewed.
07.05.04.04 A (6)(a)	Missing medical history in one out of two records reviewed.
07.05.02.17 A(3)	Missing immunization record in one out of two records reviewed.
07.05.02.17 A(1)(7)	Missing physical in one out of two records reviewed.
07.05.02.17 A(2)(7)	Missing dental and vision in one out of two records reviewed.
07.05.04.04 A(6)(d)	Missing psych evaluation in one out of two records reviewed.
07.05.04.06 A	Missing 5 hours of weekly life skills instruction in one out of two records reviewed.
07.05.04.05 A(4)(i)	Missing court order in one out of two records reviewed.
07.05.01.09 D(1)	Missing 4 personal references in one out of one record reviewed.
07.05.01.09 A(1)	Missing federal clearance results in one out of one record reviewed.
07.05.01.12 B(2)(a)	Missing signed child abuse statement in one out of one record reviewed.
07.05.01.13 C(1)	Missing physical in one out of one record reviewed.
07.05.01.11 A(2)(f)	Missing board member records reviewed.

Corrective Action Plan: Yes X No ____

If yes, date of CAP:

03/19/2015

Complaint Outcome: NA

Current Status of License: Continued

Licensing

Coordinator: Sherlema Ferguson

Date: 03/19/2015

Email: sherlema.ferguson@maryland.gov

Program Manager: Richard Berger

Date: 03/19/2015

Email: richard.berger@maryland.gov

CHILD PLACEMENT AGENCY ILP MID/RE-LICENSURE REPORT

ILP PROVIDER ORGANIZATION: Wellington, Inc. / Kindness House

PROVIDER ADDRESS: 7050 Chesapeake Road, Suite 104
Landover Hills, Maryland 20784

I. OVERVIEW OF PROGRAM

According to Kindness House's SCYIS report, the program offers 24-hour community based independent living for at risk youth. The ages range between 16 to 20 years of age. The SCYFIS report also reports that the program is a 24-hour operation that is composed of two staff persons on duty during peak hours and one staff person on during off peak hours. They report to offer clinical services as well.

From March 13, 2014 to present, the program's census has fallen about 50% below its capacity. The program has a contract size of 20. Today's census is 7. The staff census is 6.

The SCYFIS profile for Kindness House is as follows:

Characteristics

Aggressive/ Assaultive Toward Other Adults
Aggressive/ Assaultive Toward Parents/ Siblings
Truancy
Runaway

Aggressive/ Assaultive Toward Peers
Defiant/Oppositional Behavior
Sex Offender/ Adjudicated
Stealing/ Shoplifting

Diagnoses

Developmental Disability
Attention Deficit Disorder
Conduct Disorder
Dually Diagnosed
Oppositional Defiant Disorder
Drug/ Alcohol Dependent

Anxiety Disorder
Bi-Polar Disorder
Substance Abuse
Gender Identity Disorder
Learning Disability

Medical Needs

Asthma Mild/Moderate

HIV Infected

Special Needs

Physically Abused
Sexually Abused
Placement with Siblings

Student in Special Education
Speech Impaired

Legal Status

Child in Need of Assistance (CINA)
Child in Need of Supervision (CINS)
Adjudicated Delinquent

FY 2016 Level's of Intensity

- Care and Supervisor: Low
- Clinical treatment Services: Low
- Education: Low
- Health/Medical: Low
- Family Support: Low

II. ENTRANCE CONFERENCE

On March 12, 2015, an entrance conference was held. The following people were in attendance:

- Dr. Roderick Wellington, CFO
- Sonja Welborne, Executive Director
- Alondra Jones, LCSW
- Edna Jervis, Board Chair
- Sherlema Ferguson, OLM Licensing Coordinator

III. GOVERNANCE

Based on the information provided, Wellington, Inc./ Kindness House was licensed in 2003. According to the Board of Director roster, the Board is in compliance with COMAR 07.05.01.07 C (2)(e), as the board is currently comprised of three members who reside in Maryland.

The Board of Directors is compliant with COMAR 07.05.01.07 C (4), which states that an employee of any government organization which regulates or purchases services from the agency may not be a member of the governing board.

The Board of Directors is compliant with COMAR 07.05.01.07 C (2)(d), which states that the Board shall ensure that a quorum of its members meet at least quarterly. According to the Board minutes, at least three voting members have been present at each meeting.

The Board members are in compliance with COMAR 07.05.01.07 C (2)(e)(i & ii), as one the Board members appear to have knowledge of the human services field and at least one member is able to contribute to the agency from their experience through their knowledge in the field of accounting, business, or financial management.

In reviewing the board minutes, it would appear that the board is responsible for the operation of the program. The board reviews the annual budget and audit, fiscal oversight, and oversight of the program operations and service delivery.

Kindness House's board is comprised of the following members:

- Edna Jervis- Board Chair
- Telicia Kemp- Member
- Kathleen Smothers- Member

This coordinator spoke with Ms. Jervis prior to the mid-licensure meeting. Ms. Jervis has served as the board chair for several years. She is a RN at Prince George's County Hospital. She also reported that she oversees grants and the budget at the hospital. One board member is a daycare provider, and the other is retired.

Ms. Jervis stated that the board has some concerns about the program's census, however, they are satisfied with the services the program is providing to youth. This coordinator informed Ms. Jervis that the program must ensure that they are staffed to accommodate the number of youth they serve.

This coordinator informed her that the board files records would be reviewed today. She stated that she did not know if they had files. This coordinator provided her with the COMAR regulations that pertain to the requirements for the governing board.

IV. FINANCES

Kindness House Independent Living, Inc. has its sole contract with the Maryland Department of Human Resources. Kindness House had its independent audit completed by Japheth Moore, CPA. According to the auditor's report, Kindness House's financial statements present fairly and in conformity with accounting principles.

OLM had not received any complaints or notification to state agencies concerning the fiscal solvency of Kindness House during the current licensing cycle. There have been no reported issues with payments to staff.

Dr. Wellington submitted a Financial Incident Report dated today's date. The report reflected that the program is not experiencing any financial difficulties.

V. ADMINISTRATIVE OPERATIONS

License Changes

There have been no changes to Kindness House's license during this year.

Litigation

There are no current or pending litigation proceedings against Kindness House. A Maryland Judiciary Search found no results listed.

Incident Report for Wellington Inc -- Kindness House ILP -5001409

Reporting Period: 03/13/2014 -- 03/13/2015

Number of Incident Reports: 5

Type of Incident

Alcohol Use/Possession
AWOL

Number of Occurrences

1
2

Emergency Hospitalization - Medical	1
Police Involvement	3
School Suspension >3 days	1
Total:	8

Complaints

On January 7, 2015, OLM received a call from a former foster youth who reported that she was a previous resident in the Kindness House program. The youth reported that she has aged out of care and has recently received a bill from collections. The bill stated that she has an outstanding balance of \$1993.27 from unpaid rent at Cooper's Crossing Apartments (an apartment she resided in when she was in the Kindness House program). Dr. Wellington was contacted about this matter, and the issue was resolved.

Complaint Date	Nature of Complaint	Corrective Action Required? (Y/N)
1/7/2015	Lack of furniture in a youth's apartment	N

Review of Administrative Records

Per OLM request, Kindness House provided the following documents for mid-licensure review:

- Current List of Governing Board Members and Officers
- Board Minutes for One Year
- Audit for the Complete List Fiscal Year
- Operations Budget for the Current Year
- Changes in Service Policy or Programming
- Verification of Employee Medical Clearances
- Agency's Self-Evaluation

All documents were reviewed by OLM both prior to and during the mid-licensure site inspections.

VI. REVIEW OF CHILD CASE RECORDS

NAME OF CHILD	PLACING AGENCY	GENDER	BIRTH DATE	ADMISSION DATE
Kameron D. (2 reviews)	Prince George's County DSS	M	11/01/1994	02/18/2014
Freddy M.	Prince George's County DSS	M	09/20/1993	08/29/2013
Kenny C.	Prince George's County DSS	M	07/10/1993	01/17/2014
Koleco E.	Prince George's County DSS	M	08/21/1994	08/28/2013
Sadio S.	Prince George's County DSS	M	10/07/1993	08/28/2013
Malik J.	Montgomery County DSS	M	06/15/1996	07/01/2014
Antoine D.	Prince George's County DSS	M	03/24/1995	06/05/2013
Diarra J.	Montgomery County DSS	F	01/08/1997	02/26/2015
Morgan B.	Montgomery County DSS	F	03/12/1996	10/22/2014

Total Number of Records Reviewed			9
Checklist Item	COMAR	Number of Applicable Records	Number of Records in Compliance
Face sheet	07.05.02.18 D(1)	9	8
Admission /Intake	07.05.04.04 A B	9	8
Pre-Placement Assessment	07.05.04.04 B (1) a, b	9	9

Placement Agreement	07.05.04.04 B (2)a, b, c, d	9	8
30 Day Placement Assessment	07.05.04.05 A	8	7
90 Day Case Plan	07.05.04.05 B	8	8
Documentation of Daily or Weekly Monitoring	07.05.04.06 G (1) (2)	9	6
Progress Notes	07.05.02.18 D (9)	8	7
Birth Certificate	07.05.04.04 A (6) (e)	9	8
Social Security Card Number	07.05.04.04 A (6) (f)	9	8
Medical History	07.05.04.04 A (6) (a)	9	8
Immunizations	07.05.02.17 A (3)	9	7
Physical Exam	07.05.02.17 A (1) (7)	9	7
Dental/Vision/Hearing	07.05.02.17 A (2) & (7)	9	4
Psychiatric/Psychological	07.05.04.04 A (6) (d)	9	8
Education/ Employment	07.05.04.05 B (6) (a, b, c)	8	8
Life Skills Training	07.05.04.06 A B	9	8
Casey Life Skills Assessment (30 days)	07.05.04.05 A (2)	8	8
Incident Reports	07.05.01.08 A	NA	NA
Legal Documentation	07.05.04.05 A (4)(i)	9	8

Summary of Corrective Action Plan(s)/Findings

On June 11, 2014, this coordinator reviewed 5 child client records for compliance with COMAR 07.05.02 & 07.02.21: face sheet, admission/intake, referral information, initial treatment plan, continuing treatment plan, progress reports, foster parent progress notes, 2x monthly monitoring visits, medical history, birth certificate, immunization, physical exam, hearing exam, vision exam, dental exam, psychiatric/psychological records, education records, legal records, incident reports, Casey Life Skills Assessment, interstate compact and discharge summary. No COMAR violations were found during this review.

On September 18, 2014, 3 records were reviewed (one record was a second review). COMAR violations were found in regards to monitoring, progress notes, immunizations, physicals, and eye exams. A notification letter was sent to the provider on September 24, 2014. A CAP response was not sent to OLM until January 9, 2015. The response was approved by OLM on January 13, 2015.

During the mid-licensure review, 2 additional child client records were reviewed by this coordinator and COMAR violations were found. Please see "Newly Identified Violations".

Interviews with Youth in Placement

On December 18, 2014, this coordinator interviewed a youth in his apartment at Franklin Park. The youth was assessed for compliance with COMAR 07.05.02 and 07.02.21 concerning contact with child placement worker; visitation with family; provision of food and clothing; school enrollment; counseling; physical, dental and vision examinations; placement routine, family and extra-curricular activities, vocational and life skills training.

The youth stated that he was previously at another ILP, but did not like it. He is currently working but does not attend school. The youth is not receiving any mental health services.

The youth stated that he receives \$50 per week for food and \$200 for clothing every three months. He stated that he does not receive a bus or transportation pass but purchases it himself.

Interview with Staff

On March 12, 2015, this coordinator interviewed 2 staff members. Each staff was interviewed to determine agency compliance with COMAR 07.05.01, 07.05.02 and 07.02.21 concerning education level; credentials; CJIS and CPS clearance; medical exam and TB testing; annual performance evaluation; agency grievance procedure; caseload size; face to face contact with clients and foster parents; staff supervision; agency policies and training & worker safety.

They reported that they completed clearances and medicals prior to employment. Staff were aware of the required number of hours they are required to receive during a given year. The program does not offer them training. When asked to rate staff morale, staff rated it to be an 8. Staff expressed no concerns about receiving their pay on a timely basis.

No COMAR violations were found in regards to staff interviews.

VIII. PROGRAM OPERATIONS

Community Integration Plans

Basic Life Needs

Children's Services

Children's Rights

Independent Living Apartment Monitoring Site Visits

On December 18, 2014, OLM conducted a site inspection of Independent Living Apartments, assessing compliance with COMAR 07.05.04.07 Living Accommodations (A) 1 (a) for an apartment which is negotiated by the agency for independent living purposes (c) occupied overnight with no more than two occupants, both residents of the private IL Program; COMAR 07.05.04.07 B All residents shall maintain the apartment in a manner which (1) reflects interpersonal skills (2) is free from (a) garbage; (b) debris; (c) dirt; (d) drugs; (e) drug paraphernalia; (f) offensive odors; and (g) clutter; COMAR 7.05.04.07 C (1) the apartments be regularly; (a) painted; (b) pest-controlled; and (c) repaired of faulty equipment; (2) public areas be cleaned and maintained; and (3) resident complaints be addressed in a timely and efficient manner.

Three apartment units were inspected at Franklin Park apartments. Each of these units has two youth residing in them. All units were neat and did not require repairs. This coordinator noticed in one of the units a mouse trap and a sticky trap with several dead roaches on it. Staff informed this coordinator that the apartments had been exterminated for mice and roaches.

During the mid-licensure evaluation, staff informed this coordinator that the apartments have been exterminated since the last visit and youth have reported that they have not seen any pests. This coordinator informed them the apartments should be exterminated on a regular basis to keep infestation under control.

Address of Home/Apartment/Offices	Number of Occupants
6208 Breezewood Ct., #201	2
9129 Edmonston Terrace, #201	2
6154 Springhill Terrace, #205	2

IX. CORRECTIVE ACTION PLAN

Newly Identified Violations

COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.02.18 D (1)	The child's record shall include the following: (1) Face sheet located in the front of the case record which includes...	Initial Findings: <u>Morgan</u> Not in record	Minor	Isolated
07.05.04.04 A	The agency child placement worker shall: (1) Prior to admission: (b) Recommend, in writing, admission or rejection based on an evaluation of the potential resident...	Initial Findings: <u>Diarra</u> Not in record	Minor	Isolated
07.05.04.04 B (2)	At the time of admission, complete and write a placement agreement for signature by the new resident and the agency's chief administrator or designee...	Initial Findings: <u>Diarra</u> Not in record	Minor	Isolated
07.05.04.05 A	Within 30 calendar days after placement, the agency child placement worker shall develop a written placement assessment for every resident...	Initial Findings: <u>Morgan</u> Not in record	Minor	Isolated
07.05.04.06 G (1)(2)	Appropriate agency staff persons shall complete one monitoring site visit at least: (1) Daily for the majority of residents; and (2) Weekly for a select group of residents...	Repeat Findings: <u>Diarra</u> & <u>Morgan</u> Not in record	Major	Broad
07.05.04.04 A (6)(e-f)	Require that, If the potential resident is in the custody of a local department of social services, the Department of Juvenile Justice, or another referring organization, the agency may not accept the resident for placement if it does not have on file and available to the resident the following documents (e) Documentation of birth; and (f) Social Security Number.	Initial Findings: <u>Morgan</u> Not in record	Minor	Isolated
07.05.04.04 A (6)(a)	(6)...the agency may not accept the resident for placement if it does not have on file and available to the resident the following	Repeat Findings: <u>Morgan</u>	Major	Isolated

	documents: (a) Medical passport and history or other current medical information.	Not in record		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.02.17 A (3)	Obtain information on the child's immunization history within 30 days of placement...	Repeat	Major	Isolated
		Findings: <u>Morgan</u> Not in record		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.02.17 A(1)(7)	The agency shall: (7) Provide the child with at least annual medical and dental examinations and the health care recommended in the child's health record while the child is in the agency's care.	Repeat	Major	Isolated
		Findings: <u>Morgan</u> Not in record		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.02.17 A(2)(7)	The agency shall: (2) Unless the child has been examined within 6 months before placement and the agency has a record of the examination signed by the examiner, schedule a dental, eye, and hearing examination for a child 3 years or older within 60 days of placement.	Repeat	Major	Isolated
		Findings: <u>Morgan</u> Not in record		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.04.04 A (6)(d)	... (6)...the agency may not accept the resident for placement if it does not have on file and available to the resident the following documents: (d) If appropriate, psychiatric or psychological evaluations...	Repeat	Major	Isolated
		Findings: <u>Morgan</u> Not in record		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.04.06 A	During each resident's first 180 consecutive days in the program, the agency shall provide at least 5 hours of weekly mandatory instruction...	Repeat	Minor	Isolated
		Findings: <u>Diarra</u> Not in record		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.04.05 A (4)(i)	Within 30 calendar days after placement, the agency child placement worker shall develop a written placement assessment for every resident which (4) Identifies the resident's (i) Legal status...	Repeat	Minor	Isolated
		Findings: <u>Morgan</u> Not in record		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.01.09 D	Before hiring staff or approving volunteers and	Repeat	Major	Isolated
		Findings:		

(1)	board members, the agency shall: (1) Obtain written references with documented supporting telephone or personal interviews four unrelated individuals and present and former employers...	Alondra still does not have 4 references in her file.		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.01.09 A (1)	State and federal criminal background investigation	Repeat	Major	Isolated
		Findings: Alondra still does not have federal clearance in record.		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.01.12 B(2)(a)	Before appointment to the agency, each employee, volunteer, or board member shall: (2) Sign a statement acknowledging that (a) The individual shall report to the local department or local law enforcement agency any incident of suspected child abuse or neglect.	Repeat	Minor	Isolated
		Findings: Alondra still does not have a signed child abuse statement in record.		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.01.13 C(1)	The agency shall obtain a physician's report before an individual's employment or volunteer appointment and every 2 years thereafter for an employee...	Initial	Minor	Isolated
		Findings: Missing physical for Alondra.		
COMAR Citation	Text from COMAR	Frequency of Deficiency	Impact of Deficiency	Scope of Deficiency
07.05.01.11 A(2)(f)	Making all records available to inspection, review, or audit by authorized State or federal personnel...whose official duties require inspection, review, or audit of the records	Initial	Minor	Isolated
		Findings: No board member records were available.		

X. EXIT CONFERENCE

At the conclusion of the site inspection on March 12, 2015, OLM conducted an exit interview with Dr. Wellington and Ms. Jervis to review the following:

- Results of the personnel record reviews
- Results of the child client record reviews

OLM advised Dr. Wellington of the numerous COMAR violations found during today's visit. This coordinator also spoke to them about the concern that they do not keep a file record for the board nor does the board adhere to the requirements set by COMAR concerning the governing board. They were informed that they must develop file records for each of their board members. Staff was provided with a

copy of the Personnel Records Review tool used by OLM. This coordinator will review those records during the next quarterly inspection. Dr. Wellington and Ms. Jervis were also informed that this coordinator will begin to make unannounced visits beginning in June 2015.

Also, program staff has asked this coordinator for suggestions to improve their program. The program should familiarize themselves with COMAR and follow through on corrective action plans submitted to OLM which should outline how the program plans to correct deficiencies within the program.

XI. LICENSURE RECOMMENDATION

Based on the agency's continuing compliance with COMAR Regulations and provision of placement services, OLM recommends the mid-licensure of the Wellington, Inc./ Kindness House site to provide ILP services under corrective action plan. This program must ensure that they thoroughly read and understand COMAR in implementing all services to youth and their staff. The program must also ensure that they implement their corrective action plan.

**FINANCIAL INCIDENT REPORT**
for Child Placement Agencies and Residential Child Care ProvidersName of Agency: Wellington Incorporated

I attest that the information given below is true and accurate. I understand that the failure to provide notice of the following financial issues could result in (a) a corrective action plan; (b) suspension of placements; (c) removal of placements, if applicable; or (d) a revocation of licensure, if applicable.

[Signature] Date: 3/12
(Executive Director's Signature)

Dr. Robert I. Wells Date: 3/12/15
(Program Administrator's Signature)

In the last 6 months, between 9/2014 (month/year) and 03/2015 (month/year), has the above-named agency experienced any of the following financial issues?

Financial Issue	Yes	No
Example Only: Bankruptcy filing		X
Bankruptcy filings (includes parent company and subsidiaries). Please specify.		X
Tax liens from the local jurisdiction in which the agency is located, the State of Maryland, or the Internal Revenue Service		X
Receipt of a going concern, adverse, disclaimer, or qualified audit opinion during an annual audit of financials conducted by a Certified Public Accountant (CPA)		X
Receipt of a liability offset notice from the Comptroller of Maryland or the Maryland Department of Human Resources		X
Receipt of a cancellation notice for an insurance policy the agency is obligated under DHR-contract or COMAR to maintain		X
Payroll, corporate, unemployment, or any other state or federal taxes more than 30 days in arrears		X
Lease or rent payments more than 30 days in arrears		X
Any other adverse financial issues directly related to the agency's fiscal solvency or to compliance with the financial standards established in the agency's contract with DHR or by COMAR		X

If you responded "YES" to any of the above, please attach relevant documentation (e.g., tax lien notice). Also attach any plans the agency has to remediate any issues identified through this form.

Note: DHR expects all agencies licensed by or under contract with DHR to report bankruptcy filings to the Office of Licensing and Monitoring or the Social Services Administration Contracts Unit within 24 hours of the filing. All agencies must also report the presence or absence of a bankruptcy filing in this periodic report.

Equal Opportunity Employer